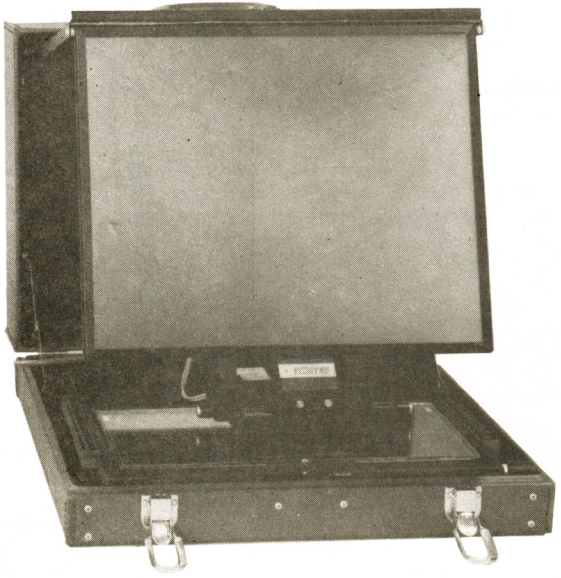
Operator's Manual

The VISIDYNE

PORTABLE

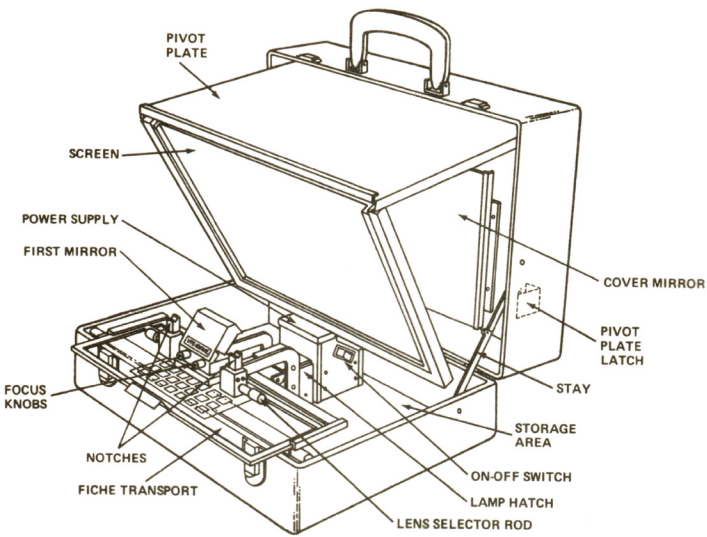
MICROFICHE READER



VISIDYNE MICROFORM READERS & SYSTEMS

10 CORPORATE PLACE ■ SOUTH BEDFORD STREET ■ BURLINGTON, MA 01803

(617) 273-2820


PIVOT
PLATE
SCREEN
POWER SUPPLY
FIRST MIRROR
COVER MIRROR
PIVOT
PLATE
LATCH
STAY
FOCUS
KNOBS
STORAGE
AREA
NOTCHES
ON-OFF SWITCH
FICHE TRANSPORT
LAMP HATCH
LENS SELECTOR ROD

THE SHOW-KIT™ FAMILY OF PORTABLE MICROFICHE READERS

TEC-KIT™ — an 11-inch high by 17-inch wide screen that presents a "B-size" drawing at full size. COM material and source documents can be shown at 100% blowback.

SHOW-KIT II™ — an 11-inch high by 14-inch wide screen that presents 100% blowback of both source documents and COM material.

MICRO-KIT II® — an 11-inch high by 11-inch wide screen presents a 100 % blowback of source documents combined with a 75% blowback of COM material.

DOCU-KIT™ — an 11-inch high by 8.5-inch wide screen presents a 100% blowback of source documents. Designed for the user who wants and needs a full size image.

INSTRUCTIONS FOR THE OPERATION OF YOUR PORTABLE MICROFICHE READER

The major components of the reader are identified in the drawing on Page 2. Please familiarize yourself with these components before operating the reader.

TO USE

Make sure that the Case Lid is fully opened and that the stays are in the locked position.

Remove the Fiche Storage Boxes From the Case. These boxes are optional.

Check that this reader is wired for the proper voltage for your area. Electrical specifications are shown on the label at the rear of the reader.

The units as shipped are wired either for 115 volts, 50/60 Hz or 230 volts, 50/60 Hz. With the 230 volt model you may have to use an adapter, or you may wish to install your own plug. DC operation for use with battery pack or automotive outlets is available as an option.

Release the Pivot Plate Latch located in the lower right section of the Case Lid and gently pull the bottom of the Pivot Plate away from the Case Lid.

Rotate the Pivot Plate into an almost horizontal position with your fingers under the Pivot Plate and Screen. The Screen will move away from the Pivot Plate.

Rotate and open the Screen. Place the lower edge of the Screen Frame into the Notches on each side of the First Mirror, at the front of the machine.

If there is tape holding the top glass of the Fiche Transport, remove it.

Pull the Fiche Transport toward you. It is self-opening. Insert the desired fiche. The Header of the fiche usually should be toward you with the title up. Push the fiche to the rear until it stops.

Remove the AC Power Cord from the storage area and plug it into a proper receptacle and turn on the power. One of the Focus Knobs located on the front of the Lens Holder is turned to bring the image into sharp focus. The focus mechanism is reciprocating and may be turned in either direction.

For those readers equipped with two lenses, two active Focus Knobs are used and marked "HI" and "LO". To change magnification, slide the Lens Holder to the right or left.

Your reader can be used as a wall projector if you wish to make a presentation to a small group. To project an image onto a wall or screen, a heavy rubber band or piece of light twine can be placed under the Screen and Pivot Plate Assembly and looped around in back of the lock hasps and the handle on the top of the Case. This arrangement holds the Screen Assembly and Pivot Plate in a horizontal position and allows the image to be projected and enlarged.

Since your reader Lamp is not as powerful as the customary projector Lamp you may want to dim the lights in the room for the most effective presentation.

TO CLOSE

Simply reverse the above procedures. Before closing the Case make sure that the Fiche Transport is centered and pushed to the rear as far as it will go.

YOUR NEW READER

You have chosen from the Show-Kit family of portable microfiche readers the model that meets your particular requirements. All models use the same projection system. Variations in readers occur in the size of the screen, the design of the Fiche Transport and in the lenses chosen for your reader. All models have the ability to accommodate two lenses. If you have chosen a single lens model and would like to add a second lens, contact Visidyne. The procedure for installation of the second lens is quite simple. If you have chosen a dual lens model you change from one magnification to the other by pushing to the right or left the Lens Selector Rod that controls the position of the Lens

Holder. The Focus Knob for each lens is designated by "HI" or "LO" which stands for high magnification or low magnification.

All models can use the single Fiche Transport. A dual Fiche Transport that holds two fiche side-by-side is also available on certain models. Index strips are provided and are coordinated to your choice of lenses and Fiche Transports.

OPERATING INSTRUCTIONS

The Visidyne readers have been designed for easy operation and maintenance. No optical or electrical skills are required to operate the reader or to provide routine maintenance.

Your reader is available in models which operate on different electrical voltages and frequencies. Be sure that the reader that you have received is compatible with your local power source. The standard 115 volt reader is equipped with a three-wire grounded post plug. If your electrical outlet does not accept a three-prong plug, contact your electrical contractor for the necessary receptacle modification.

Move the Fiche Transport to the right or left so that you can easily remove any Fiche Storage Boxes that might be stored within the Case. Final preparation for viewing the microfiche requires the placement of the fiche within the Fiche Transport. A properly loaded microfiche will usually appear with the header toward you and the title up. To load the fiche, pull the Fiche Transport out until the Top Glass Flat pops up and you can easily load the fiche, pushing it to the rear until it stops. If the image does not appear on the Screen correctly you will have to change the orientation of the fiche to obtain the proper image. Once the loading is completed, move the Fiche Transport using the handle so that the desired frame is showing.

The microfiche should be handled by the outer edges only. This protects the fiche from fingerprints and grease.

To focus, turn the Focus Knob so that the image on the screen is sharp. The focus mechanism moves with a smooth reciprocating motion and rotates in either direction.

MAINTENANCE

Under normal conditions, the only maintenance likely to be required is Lamp replacement and cleaning of the Fiche Transport. Operation or storage of the reader in an unusually dusty environment may require cleaning of the Screen and mirrors from time to time.

As with any mechanical device, it is advisable to occasionally check screws to see that they are tight. With a little preventive maintenance your reader will provide many years of dependable service.

LAMP REPLACEMENT

The standard Lamp is an EPZ (ANSI code) and is rated at 50 watts. This Lamp is available from Visidyne directly or from your local photographic shop.

To replace a Lamp, follow the steps listed below:

1. Put the Screen Assembly back into the reader Case Lid.

2. Set the Switch to the "O" position and unplug the Power Cord.

3. Wait until the Lamp Cover has cooled before lifting it to the upright position and be sure the Lamp has cooled before handling it.

4. With your middle finger behind the Lamp Socket and your index finger under the base of the Lamp, lift the Lamp in an upward motion until it comes out of the Lamp Holder.

5. Remove the burned out Lamp from the Socket and replace with a new Lamp. While inserting the Lamp into the Socket, hold the Lamp Reflector between your thumb and middle finger and keep your index finger on the top of the bulb itself (inside the outer reflector) until the Lamp prongs are firmly seated in the Lamp Socket holes.

6. Place the outer rim of the reflector in the groove of the Lamp Holder located towards the front of the Lamp enclosure. With a firm but gentle motion, push the Lamp downward until it is firmly seated.

7. Close the cover of the Lamp Hatch. Plug the Power Cord into the electrical outlet and put the Power Switch in the "1" position.

FICHE CARRIER CLEANING

To clean the Fiche Transport, pull it toward you until it will not travel any farther. The Top Glass is then in an open condition. Take the Top Glass on each end and pull towards you with a gentle motion. Clean the Bottom Glass while the Fiche Transport is in this position, if necessary. Clean the Top Glass on both sides using any recognized glass cleaner and a lint-free cloth. Put the Top Glass back making sure that the guides on the extreme ends of the glass are positioned correctly in their respective slots. Push the Fiche Transport in, but do not force it. If it does not travel easily, repeat the immediately preceeding step. The glass should position itself easily and drop into place as you move the Fiche Transport in. If necessary, lift the Lens Holder gently and then move the Fiche Transport in.

SCREEN CLEANING

The inner and outer surfaces of the Screen can be cleaned with a lint-free cloth moistened with clean water. If desired, you can use water with a mild detergent to remove stubborn spots and then rinse with a cloth moistened with clean water. DO NOT USE ANY SOLVENTS OR ABRASIVES TO CLEAN THE SCREEN WHICH CONTAIN AMMONIA.

MIRROR CLEANING

The mirrors should require cleaning only if the reader has been used in an unusually dusty environment. The two mirrors that might require occasional cleaning are the Cover Mirror in the lid of the case and the First Mirror mounted in the Projection Head. A blurry region in the image on the screen may indicate the presence of a fingerprint or grease on one of these mirrors.

Optical quality front-surface mirrors have been used in your reader and care must be taken to avoid scratching or marring their surfaces, since this can affect image quality. Front-surface mirrors differ from ordinary mirrors in that the reflecting layer is deposited on the front surface of the glass substrate rather than on the back surface. This prevents a "ghost" image from appearing on the Screen, but makes the mirror more susceptible to scratching and abrasion. Dust should be removed by brushing particles aside with a clean soft cloth or by using a stream of clean, dry air. Grease or fingermarks can be removed by gently wiping the mirror surface with cheesecloth moistened with distilled water. Frequent or unnecessary cleaning of the mirrors should be avoided. Abrasive cleaning agents must never be used on the mirrors. DO NOT USE ANY SOLVENTS OR ABRASIVES TO CLEAN THE MIRRORS.

ADJUSTMENT OF FIRST MIRROR

If a dark band appears at the top or the bottom of the Screen when there is no microfiche in the Fiche Transport, make sure that the First Mirror is properly seated. To do this, simply push the First Mirror Holder down and let it spring back to its normal position. If the dark band is still there you may want to make an adjustment to the First Mirror Holder.

As you look at the reader you will find a tab that is part of and extends downward from the First Mirror Holder between the two Focus Knobs. There is a hole in this tab. Insert an Allen wrench of the proper size and turn to the right or to the left until the dark band disappears.

READER STORAGE

Since temperatures in closed automobiles or trucks can rise dramatically, especially in the summer months, it is suggested that you do not leave your reader in a closed car for extended periods of time. Do not store the reader in the trunk of your car or in an area where it will be in direct sunlight coming through glass.

SHIPPING YOUR READER

This reader is a precision optical product and as with any projector or camera it should be treated with care. Since it can be necessary at times to ship the reader and since freight or luggage handling can be very rough, you should take precautions before shipping.

Insert a piece of paper between the upper and lower glass flats and tape the top glass to the bottom glass using magic transparent tape, for example, or filamented tape, if possible. These simple steps will reduce the possibility of damage during shipping.

SERVICE

Aside from the maintenance requirements noted before, it is unlikely that you will encounter any difficulties with your microfiche reader. If any uncorrectable condition does develop, you may want to discuss the condition with your local representative or directly with the factory. If deemed necessary, return the reader to the factory in its original shipping container, if possible. Visidyne, Inc. will either repair or replace the reader, at its discretion, without charge, under the terms of the Warranty (see Warranty enclosed with reader). If the unit is outside of the Warranty, nominal charges will be made for parts, labor, and shipping.

FIELD REPLACABLE PARTS

Under normal conditions, the only part of the reader which will require replacement is the Lamp. Accidents or rough handling of the reader, however, can cause damage and in some cases it may be more convenient for the user to send for replacement parts rather than to ship the reader back to the factory for repair.

The parts that fall into this category of field replaceable parts are listed below:

EPZ Lamp

Fiche Transport, Single

Fiche Transport, Dual

Top Glass with Cam, Single

Top Glass with Cam, Dual

Screen

Cover Mirror Assembly

First Mirror Assembly

When ordering any of these parts, please specify the model of reader that you have. You will find the reader model designation on the label on the power supply to the rear of the reader.

T-K = Tec-Kit

S-K = Show-Kit

M-K = Micro-Kit

D-K = Docu-Kit